

Chapter 13 Plan

Last Updated: October 7, 2005

1. **Log into CM/ECF.**
2. Select **Bankruptcy.**
3. Select **Plan.**
4. Enter the **Case Number.** Click **Next.**
5. Select **Chapter 13 Plan** from the event list. Click **Next.**
6. **Select** the party filer. Click **Next.**
7. **Browse** to select the Chapter 13 Plan pdf file. Click **Next.**
8. **Only** enter a new Objection Deadline, if needed, in the **Last day to object to confirmation text box.** Otherwise, click **Next.**
9. If needed, modify the text according to the court's procedures. Click **Next.**
10. **Verify** the final docket text before submitting. If correct, Click **Next.**

CAUTION!!

- This is the last screen. Clicking **Next** will submit this document to the database.
 - If the final docket text is incorrect, click the browser **Back** button to find the screen to be modified.
 - To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **CM/ECF** Menu bar.
11. **Notice of Electronic Filing/Receipt** screen displays.

WARNING: IF THE NOTICE OF ELECTRONIC FILING SCREEN DOES NOT APPEAR, DO NOT REFILE YOUR DOCUMENT. CALL THE CLERK'S OFFICE.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database.
- It certifies that this pleading is now an official court document.